

## The Art of Writing Your Performance Documentation

MSAOP  
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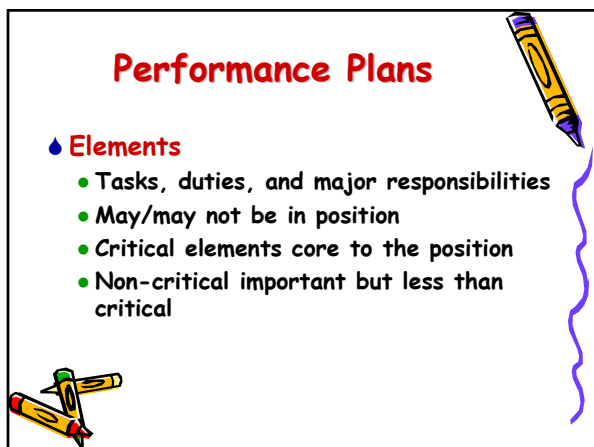
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## Performance Plans

◆ **Elements**

- Tasks, duties, and major responsibilities
- May/may not be in position
- Critical elements core to the position
- Non-critical important but less than critical

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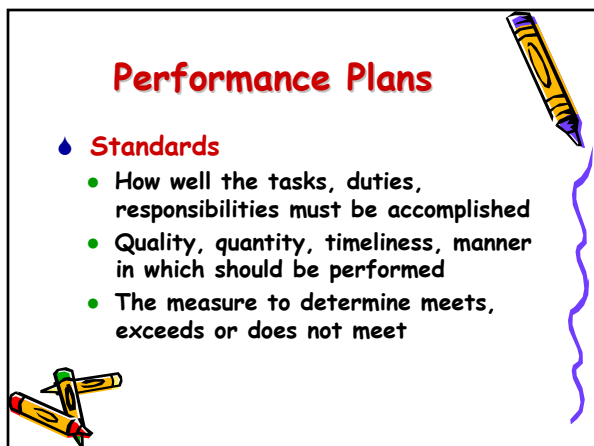
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## Performance Plans

◆ **Standards**

- How well the tasks, duties, responsibilities must be accomplished
- Quality, quantity, timeliness, manner in which should be performed
- The measure to determine meets, exceeds or does not meet

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## Performance Accomplishments

- ◆ Why do we write accomplishments?
  - Is it just busy work?
  - My supervisor already knows how and what I'm doing
- ◆ Written throughout the Agency
- ◆ Good self-assessment exercise



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## Writing Your Accomplishments

- ◆ Understand your position
  - Who do you support?
  - What do you support?
  - Do you understand your role?
  - Do you understand the impact of doing your job well or not doing it well?



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## Alignment to ARS Strategic Plan

- ◆ Alignment Statement
  - Which goal/goals do you support ?
  - Know the ARS AFM initiatives
  - Know the ARS Mission and values



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## Writing Your Accomplishments

- ♦ Tie to your performance elements
- ♦ Identify the impact
  - Not simply "cataloging" of activities
  - Ask the "so what" question
  - Assess the quality, quantity, timeliness, manner in which done and the effect
  - List key accomplishments with key impacts



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## Applying the "So What" Test

- ♦ Established files for new personnel as required."
- ♦ Prepares Time & Attendance Reports
- ♦ Thirty-five travel authorizations and vouchers were completed, including foreign travel



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## Applying the "So What" Test

- ♦ "Maintained contact with the scientists on research projects that required extension or termination."
- ♦ "Assisted in preparing and submitting new project plans and completed new 416/417 for one CRIS. My involvement ensured that OSQR requirements were met."



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### Applying the "So What" Test

- ◆ "Only one with check writing authority for lab."
- ◆ "Planned and coordinated the Holiday luncheon which included food, Santa and decorations..."



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### Applying the "So What" Test

- ◆ "Assisted LAO and RL with documents, information and preparation of ARMPs report"
- ◆ "Successfully completed the updating of ARMPs for the Unit"



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### Applying the "So What" Test

- ◆ "Performance appraisal documentation and standards were prepared for the unit during the two appraisal cycles."
- ◆ Accomplishments on one Element:
  - Prepare travel authorizations & 113 vouchers
  - Reports T&A for MU on bi-weekly basis
  - Enter foreign travel into FTIS
  - Assist with updating of MU ARMP documents



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## Applying the "So What" Test

### Some Better Examples:

- "Used word processing software to type complicated tables, equations, and other documents for Unit scientists as requested. The scientists do not have to learn all the intricacies of the computer programs but can rely on my computer skills to complete these tasks."



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## Applying the "So What" Test

### Some Better Examples:

- "Submitted five ARS-425's and assisted scientists in completing project proposals. By reviewing the proposals and making recommendations, stronger proposals were submitted."



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## Applying the "So What" Test

### Some Better Examples:

- "Monitored incoming correspondence and E-mail messages for the Unit. Forwarded to appropriate individuals for action or handled myself. Kept a reminder system to ensure all deadlines were met. Unit employees rely on me to keep them informed and to monitor due dates."



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### Applying the "So What" Test

#### Some Better Examples:

- "Worked closely with LAO and RL in collecting data for the FY-04 ARMP. Prepared first draft of complete ARMP with minor adjustments made by supervisor prior to submission to Area. Incumbent's ability to perform the task enabled the Acting RL to address other issues pertinent to the operation of the Unit and his own research."



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### Applying the "So What" Test

#### Some Better Examples:

- "Reviewed critical information prior to sending to ensure that all elements of important documents have been included. Numerous omissions/errors have been caught and corrected prior to sending documents, giving a better impression to those receiving the documents."



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### Things to Consider

- ◆ Taking initiative vs doing what is asked
- ◆ Accomplishments that demonstrate quantity, quality, manner in which done, and/or impact
- ◆ Quality of service to your other customers, (SYs, LAO, Area, HQ)
- ◆ Identifying your key functions?



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## Things to Consider

- ◆ Do you have impact outside your MU / Office / Division?
- ◆ Second-line Supervisor considers several factors in approving your rating.
- ◆ You can't document everything; what best demonstrates overall quality and impact in your position?



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## Things to Consider

- ◆ Personal development
- ◆ Don't forget your "mission"
- ◆ Think through your accomplishments and don't be afraid to brag - as long as its true!
- ◆ Finally - do not diminish or forget the important role you play.



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## Questions?



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